

# St. Brigid's Summer Camp

343-550-3180

stbcamp@gmail.com



## Head Counsellor

**Reports To:** Camp Director, Assistant Camp Director, Camp Support Staff

**Staff Training:** All Staff, Boys and Girls – July 2 to July 5, 2019 (paid)

**Work Dates:** Boys Session – July 8 to 26, 2019 (Monday to Friday for 3 weeks)  
Girls Session – July 29 to August 23, 2019 (Monday to Friday for 4 weeks)

**Salary:** Based on experience and qualifications; also includes:

- Bus transportation to and from camp
- Room and board: all meals from Monday (lunch) to Friday (lunch)

### About St. Brigid's Summer Camp

At St. Brigid's Summer Camp, we are committed to fulfilling the needs of today's children. It is our belief that every child should have the opportunity to participate in camp. Our camp is located on beautiful Lake Manitou, near Low, Quebec. We are a waterfront based camp with traditional camping activities including swimming, canoeing, hiking, games, arts and crafts, and of course, campfire. St. Brigid's Summer Camp is open to all children aged 8 to 14. Campers attend for five-day sessions, from Monday to Friday: boys in July and girls in August.

### Job Summary

As an STB Head Counsellor, you will provide support and guidance to groups of counsellors. You will organize and run activities for small groups of campers and provide one-on-one support for individual campers. Head Counsellors are responsible for providing an exceptional camp experience for all campers while ensuring a safe and fun environment.

### Duties and Responsibilities

Including but not limited to,

- Provide support and guidance to camp counsellors
- Identify campers who require more support and enhanced supervision and ensure that these needs are addressed
- Organize and run activities for small groups during program down times
- Work closely with the Program Staff and other Head Counsellors to ensure program delivery is safe and efficient
- Documentation of any incidents (e.g. camper injury, camper behavioural issues...)
- Ensure maintenance and care for all arts & crafts equipment according to STB maintenance schedule
- In coordination with the Program Staff, provide adequate breaks and rest times for counsellors
- Ensure that camp rules are clearly explained and understood
- Monitor the daily progress and general welfare of campers (e.g. following rules, overall health, participation, having fun, etc.)

# St. Brigid's Summer Camp

343-550-3180

[stbcamp@gmail.com](mailto:stbcamp@gmail.com)



## Head Counsellor

### Duties and Responsibilities (continued)

- Lead the campers to activities throughout the day and participate with them in camp activities
- Assist with several special camp tasks such as camp photos, camp board, etc.
- Enthusiastically and professionally carry out shared duties such as: night duty, beach duty, etc.
- Be a full participant in all aspects of camp life
- Carry out any other task/responsibility as designated by the Camp Director, Assistant Camp Director and/or Camp Support Staff

### Qualifications & Requirements

- Experience working with children/youth
- Proven leadership skills and ability to lead a team of co-workers
- Mature individual who desires to work with children in a dynamic outdoor setting
- Excellent role model, modeling honesty, integrity and respect
- Possess enthusiasm, energy, patience and a sense of humour
- Ability to work with all children, including those who are challenging
- Team player, ability to work well with a variety of personalities and to give and receive feedback
- Provide a current Police Criminal Record Check – applies ONLY to persons over the age of 18 (see <https://www.ottawapolice.ca/en/contact-us/youth-records.aspx>)

### Assets (not required)

- Experience working with children with special needs
- 2+ years of experience on staff at a camp and have graduated from Grade 12
- Active member of school community
- Pursuing or looking to pursue a career working with children
- First Aid/CPR

### Apply Online

<http://stbcamp.ca/staff-apply-online/>